

Process for Submission of Materials to the IRB

There are 3 types of review for research protocols which investigators may request from the IRB:

- ➔ **Full Board Review** – review by the IRB at a convened meeting
- ➔ **Expedited Review** – review by a subcommittee of the IRB
- ➔ **Exempt Review** – review by the IRB Chair or a subcommittee of the IRB

The chart below outlines these categories and the general timeline for each.

Submission Types & Timelines

Type of Review	Brief Description	Estimated Timeline for Response	Application Procedure and Deadlines
EXEMPT Determination	A determination of exemption is made only by the ORC. Research may be exempted if the research is minimal risk, and is considered exempt under 45 CFR 46.101(b) and in compliance with OHRP guidelines.	Approximately 10 business days after receipt by IRB office, <i>if no revisions are required.</i>	Submit IRB Request for Study Exemption form, Project Summary and research instruments e.g. surveys.
EXPEDITED REVIEW/Continuing Review	Research may be reviewed using an expedited procedure if it is minimal risk and is an expedited category, as specified by Categories of Research	Approximately 20 business days after receipt by ORC office, <i>if no revisions are required.</i>	Submit Request for IRB Review form. See Checklist) Continuing Review 60 days prior to expiration date.
FULL BOARD REVIEW	Research is reviewed by a convened IRB if it exceeds minimal risks. Examples include: prisoner research and sensitive research topics.	Approximately 30-45 days after receipt by IRB office, <i>if no revisions are required.</i>	Submit IRB Request for IRB Review form. (See Checklist) Deadline is 40 days prior to meeting.
PROTOCOL REVISION & AMENDMENT (PRAF)	Changes in exempted and previously reviewed studies.	Varies, depending on type of changes.	Submit Protocol Revision or Amendment form (PRAF).
COURSE REQUIRED DATA COLLECTION	<i>For faculty only.</i> Projects conducted during or outside of class with students enrolled in an official course that engage students in interaction with individuals or data about individuals to teach research methods, and not for publication.	10 days	Submit Course Required Data Collection form and attach syllabus and research assignment.